



CITY OF FORT LAUDERDALE
Department of Sustainable Development
Urban Design & Planning Division
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ADMINISTRATIVE REVIEW (AR)
Site Plan Level I Application

- Cover:** Deadline, Request Type, and Fees
- Page 1:** Applicant Information Sheet
- Page 2:** Required Documentation
- Page 3:** Technical Specifications For Plan Submittal
- Page 4:** Submittal Checklist

DEADLINE: Submittals must be received by 4:00 PM each business day. Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required.

FEES: All applications for development permits are established by the City Commission, as set forth by resolution and amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City, or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application, but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

_____ Temporary Construction Staging Area for Public Improvement Projects	\$ 550.00
_____ Site Plan Level I: Central Beach Limited Impact	\$ 550.00
_____ Site Plan Level I: Change of Use (Same or lesser impact & satisfy parking) / Non-Conforming Use, etc.	\$ 550.00

Page 1: AR Site Plan - Applicant Information Sheet

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Property Owner’s Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[] Warranty Deed or [] Tax Record

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent’s Name	
Applicant / Agent’s Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	Existing: _____ New: _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Total Estimated Cost of Project	\$ _____ (Including land costs)

NOTE: Park impact fees are assessed and collected at time of permit per each new hotel room and dwelling unit type.

Estimated Park Impact Fee	\$ _____ Fee Calculator: http://www.fortlauderdale.gov/building_services_park_impact_fee_calc.htm
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Current Land Use Designation	
Proposed Land Use Designation	
Current Zoning Designation	
Proposed Zoning Designation	
Current Use of Property	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

Setbacks (indicate direction N,S,E,W)	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

Page 2: Required Documentation / Submittal Checklist

One (1) copy of the following documents:

- ☐ Completed application (all pages filled out as applicable)
- ☐ Proof of ownership (warranty deed or tax record), including corporation documents if applicable
- ☐ Property owners signature and/or agent letter signed by the property owner.
- ☐ Address verification letter (954-828-5233)
- ☐ Traffic study for projects that trigger vehicular trip threshold (See ULDR Sec. 47-24, contact Engineering Rep re: methodology)
- ☐ Color photographs of the property and surrounding properties, dated, labeled and identified as to orientation, may be submitted by applicant to aid in project analysis.

The following number of Plans:

- ☐ Five (5) signed and sealed sets at 24" x 36"
(2 of which will be applicant's permit submittal sets and 1 copy, 2 retained for record by UD&P and Engineering)
- ☐ One (1) electronic version of complete application and plans in PDF format

Plan sets should include the following:

- ☐ **Narrative** describing project specifics, to include: architectural style and important design elements, trash disposal system, security/gating system, hours of operation, etc. Narrative response referencing all applicable sections of the ULDR, with point-by-point responses of how project complies with criteria. Narratives must be on letterhead, dated, and with author indicated.
- ☐ **Cover sheet** including project name and table of contents.
- ☐ **Land Use and Zoning maps** indicating all properties within 700 ft. of the subject property. These should be obtained from Urban Design & Planning Division. Site should be highlighted or clearly marked to identify the parcel(s) under consideration on all sets.
- ☐ **Current survey(s)** of property, signed and sealed, showing existing conditions. The survey should consist of the proposed project site alone excluding adjacent properties or portions of lands not included in the proposal.
- ☐ Most **current recorded plat** including amendments, with site highlighted. This may be obtained from Broward County Public Records at 115 S. Andrews Ave. *Note: Not required for Change of Use applications.*
- ☐ **Aerial photo** indicating all properties within 700 ft. of the subject property. Must be clear and current with site highlighted.
- ☐ **Plans** "A" thru "H" with all elements as listed under Technical Specifications.
 - A. Site Plan
 - B. Details*
 - C. Floor Plans (typical floor plan may be submitted for like floors)
 - D. Building Elevations*
 - E. Additional Renderings*
 - F. Landscape Plans*
 - G. Photometric Diagram*
 - H. Engineering Plans*

**Only required for Change of Use applications if proposed changes affect the plans, otherwise latest approved plans from Property Records may be submitted if showing current conditions.*

NOTES:

- All plans and documents must be bound, stapled and folded to 8 ½" x 11";
- All copy sets must be clear and legible and should include any graphic material in color;
- For examples of project narratives, site plan data tables, and renderings required as part of the application, please refer to the "Submittal Reference Book" available at the Urban Design & Planning office or on the City's website: http://www.fortlauderdale.gov/planning_zoning/dev_applications.htm;
- Civil Engineering plans are only required at Final-DRC sign-off. Contact DRC Engineering Representative for details;
- If proposing residential, public School Concurrency Verification Letter from the Broward County School Board (754-321-8350) will be required prior to Planning & Zoning Board, City Commission or final DRC submittal.

Applicant's Affidavit I acknowledge that the Required Documentation and Technical Specifications of the application are met:	Staff Intake Review For Urban Design & Planning Division use only:
Print Name _____	Date _____
Signature _____	Received By _____
Date _____	Tech. Specs Reviewed By _____
	Case No. _____

Page 3: Technical Specifications For Plan Submittal

A. SITE PLAN

1. Title Block including project name and design professional's address and phone number
2. Scale (1" = 30' min., must be engineer's scale)
3. North indicator
4. Location map showing relationship to major arterials
5. Drawing and revision dates, as applicable
6. Full legal description
7. Site Plan Data Table
 - Current use of property and intensity
 - Land Use designation
 - Zoning designation
 - Water/wastewater service provider
 - Site area (sq. ft. and acres)
 - Building footprint coverage
 - Residential development: number of dwelling units, type, floor area(s), site density (gross and net)
 - Non-residential development: uses, gross floor area
 - Parking data: parking required (#), parking provided (#), loading zones (if applicable), ADA spaces
 - Floor Area Ratio (FAR) (total building square footage, including structured parking, divided by site area)
 - Building height (expressed in feet above grade)
 - Structure length
 - Number of stories
 - Setback table (required vs. provided)
 - Open space
 - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
 - Open space (in sq. ft.)
 - Landscape area (in sq. ft.)
8. Site Plan Features (graphically indicated)
 - Municipal boundaries (as applicable)
 - Zoning designation of adjacent properties with current use listed
 - Adjacent rights-of-way to opposite property lines (indicate all nearby curb cuts)
 - Waterway width, if applicable
 - Outline of adjacent buildings (indicate height in stories and approximate feet)
 - Property lines (dimensioned)
 - Building outlines of all proposed structures (dimensioned)
 - Ground floor plan
 - Dimension of grade at center line of road, at curb, and finished floor elevation
 - Dimension for all site plan features (i.e. sidewalks, building lengths and widths, balconies, parking spaces, street widths, etc.)
 - Mechanical equipment dimensioned from property lines
 - Setbacks and building separations (dimensioned)
 - Driveways, parking areas, pavement markings (including parking spaces delineated and dimensioned as well as handicapped spaces as applicable)
 - On-site light fixtures
 - Proposed ROW improvements (ie. bus stops, curbs, tree plantings, etc.)
 - Pedestrian walkways (including public sidewalks and on-site pedestrian paths)
 - Project signage
 - Traffic control signage
 - Catch basins or other drainage control devices
 - Fire hydrants (including on-site and adjacent hydrants)
 - Easements (as applicable)

B. DETAILS

1. Provide details of the following (Scale ¼" = 1' min.)
 - Ground floor elevation
 - Storefronts, awnings, entryway features, doors, windows
 - Fence/wall
 - Dumpster
 - Light fixtures
 - Balconies, railings
 - Trash receptacles, benches, other street furniture
 - Pavers, concrete, hardscape ground cover material

C. FLOOR PLANS

1. Delineate and dimension, indicating use of spaces
2. Show property lines and setbacks on all plans
3. Typical floor plan for multi-level structure
4. Floor plan for every level of parking garage
5. Roof plan

D. BUILDING ELEVATIONS

1. All building facades with directional labels (ie. North, South) and building names if more than one building
2. Dimensions, including height and width of all structures
3. Dimensions of setbacks and required stepbacks from property lines
4. Dimension grade at crown of road, at curb, sidewalk, building entrance, and finished floor
5. Indicate architectural elements, materials and colors
6. Include proposed signage

E. ADDITIONAL RENDERINGS (as applicable)

- For projects subject to Sec. 47-25.3 Neighborhood Compatibility, and/or new buildings 55' or five stories or more in height, the following are required:
- Street-level perspective drawings as one would view the project from a pedestrian level, with ground truths to depict and determine appropriate scale of project
 - Oblique aerial drawings from opposing view which indicate the mass outline of all proposed structures, including the outlines of adjacent existing and previously approved structures
 - Context plan indicating proposed development and outline of nearby properties with uses and height labeled

F. LANDSCAPE PLAN

1. Site Plan information (in tabular form on plans)
2. Title block including project name and design professional's address and phone number
3. Scale (1" = 30' min, must be engineer's scale)
4. North indicator
5. Drawing and revision dates, as applicable
6. Landscape Plan Information (in tabular form on plans)
 - Site area (sq. ft. and acres)
 - Vehicular use area (as defined by Sec. 47-58.2, in sq. ft.)
 - VUA landscape area (minimum 20% of VUA – in sq. ft. and percentage of VUA)
 - Perimeter landscape area (including buffers adjacent to ROW)
 - Interior landscape area (30 sq.ft. per space)
 - Total trees required/provided (1 per 1,000 sq.ft. net lot area)
 - VUA trees required/provided (1 per 1,000 sq.ft. VUA)
 - VUA shade trees required/provided (3" caliper)
 - VUA shade trees required/provided (2-3" caliper)
 - VUA flowering trees required/provided
 - VUA palms required/provided
 - VUA shrubs required/provided (6 per 1,000 sq.ft. VUA)
 - Bufferyard trees (if applicable)
7. Landscape Plan Features (graphically indicated)
 - Property lines
 - Easements (as applicable)
 - Landscape areas with dimensions
 - Existing trees and palms, their names and sizes (indicate whether they are to remain, be relocated, or removed)
 - Names and locations for all proposed trees, shrubs and groundcover, with quantities noted at each location
 - Plant list (note species, sizes, quantities and any appropriate specifications)
 - Site elements (buildings, parking areas, sidewalks, signs, fire hydrants, light fixtures, drainage structures, curbing, all utilities both above and below ground)
 - Grading (swales, retention areas, berms, etc.)

G. PHOTOMETRIC DIAGRAM

- Foot-candle readings must extend to all property lines